**Syllabus Template**

**UCO 1200: First Year Seminar**

**Syllabus – Semester + Year**

**Your Course Title**

**Your Name and Title**

**Email:** [your university email](mailto:mccaugheym@appstate.edu)

**Office phone:** (828) 262-xxxx (use x2028 if you don’t have another office line)

**Class Meets:** Days start-end time in room number/building

**Office Hours:** Day(s) Times in room number/building

**Course Description:**

The First Year Seminar (UCO 1200) provides students with an introduction to the four goals of a liberal education at Appalachian State University. Specifically, students will practice (1) thinking critically and creatively and (2) communicating effectively. In addition, students will be introduced to the learning goals of (3) making local-to-global connections and (4) understanding responsibilities of community membership. While each First Year Seminar course engages a unique topic examined from multiple perspectives, each course also introduces students to a common set of transferable skills. As such, First Year Seminar facilitates student engagement with: fellow students, the university, the community, and the common reading; essential college-level research and information literacy skills; and the habits of rigorous study, intellectual growth, and lifelong learning.

Your Course Description Goes Here

**Reading List:**

*List any books or articles students will be asked to read. Do not simply say “see AsULearn course site” because the University requires all syllabi to provide a list of readings students will be asked to do.*

• author, title, reference info

• author, title, reference info

• author, title, reference info

• author, title, reference info

• author, title, reference info

• author, title, reference info

**Course Goals**

|  |  |
| --- | --- |
| **FYS GOAL** | **TOPIC, ACTIVITY, OR ASSIGNMENT THIS COURSE INCLUDES TO MEET THE GOAL** |
| Expose Students to Appropriate Campus Resources that Help Students Actively Engage in Meaningful Activities throughout College |  |
| Expose Students to Explicit Expectations for College-Level Work and Support for How to Meet the Level of Challenge |  |
| Expose Students to the Purpose of a Liberal Education and College |  |
| Engage the Year’s Selected Common Reading Book |  |
| Expose Students to the General Education Goal of Understanding Responsibilities of Community Membership |  |
| Expose Students to the General Education Goal of Making Local-to-Global Connections |  |
| Practice Thinking Critically and Creatively (per General Education goal) |  |
| Practice Communicating Effectively (per General Education goal) |  |
| Practice Examining a Single Issue from Multiple Perspectives to Cultivate Intercultural Competence (per University QEP’s “GLO” goal) |  |
| Practice the Acquisition of Information Literacy Competencies (in coordination with the required FYS Online Library Component provided by University Library) |  |
| **(insert here any additional goal(s) that pertain to your specific course topic that are not aligned with the above goals (e.g., “Relate the role of the civil rights movement in shaping specific legal decisions”))** |  |

**Assignments, Grading, and Goals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignment** | **Date Due** | **Learning Goal(s) Assignment Aligns with** | **Total Point/Percentage Value of Course Grade** |
| *Example*:  FYS Online Library Module 1 and Accompanying List of Search Terms | *Example*: 9/15 | *Example:*  Information Literacy Competencies | *Example*:  5% |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Total= **100 percent**

**GRADING SCALE – YOUR FINAL GRADE WILL BE DETERMINED AS FOLLOWS:**

|  |  |  |
| --- | --- | --- |
| A =94-100% of total in course | B- =80-83% | D+ =67-69% |
| A- =90-93% | C+ =77-79% | D =64-66% |
| B+ =87-89% | C =74-76% | D- =60-63% |
| B =84-86% | C- =70-73% | F =59% and below |

**ASSIGNMENTS DESCRIBED**

While you have provided names, due dates, and grade value of each assignment in the chart above, here you may wish to describe or outline each assignment in more detail, even though lengthy assignments and rubrics may be posted to your course AsULearn site.

**POLICIES GOVERNING THIS COURSE**

***Appalachian State University’s Homework Policy:***

In practical terms, students should expect to spend two to three hours of studying for every hour of class time. Hence, this three-credit-hour First Year Seminar will reasonably require between 6-9 hours per week of out-of-class work, in addition to the time spent in class, for **a total of 9-12 hours per week**. See the University policy at <http://academicaffairs.appstate.edu/syllabi>

***Appalachian State University’s Disability Resources:***

Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities. If you need special accommodations regarding testing or other activities, please let the professor know as soon as possible. You also need to contact and register with the Office of Disability Resources at (828) 262-3056 or online at https://odr.appstate.edu

***Attendance Policy:***

Class attendance is mandatory. Each student’s regular preparation, attendance, and meaningful participation in class will make a positive difference in their final course grade. Similarly, not attending and participating will negatively impact a student’s final course grade. Three (3) late arrivals/early departures count as an absence.

You are welcome to bring food and drinks to my class, and to use laptops for taking notes in this class. However, you are expected to complete all restroom, phone calling, text messaging, IM’ing, etc. prior to the start of class. Unless there is an emergency, I expect you to be in class on time and to stay and participate for the entire class rather than walking in and out of the room during class because doing those things are a disruption to other people’s learning. You are also expected to be active listeners during classmates’ presentations.

A student who expects to miss one or more class meetings because of participation in a **University-sponsored activity** (e.g., a club or a sport) has several responsibilities in order to have the absence excused: the student (in person) will notify the instructor in advance of any absence; the student is expected to complete all work missed by making up the work in advance or by completing any compensatory assignment that may be required by the instructor; the student is expected to maintain satisfactory progress in the course; and the student (otherwise) is expected to maintain satisfactory attendance in the class if so required. In the event that a student anticipates that participation in a University-sponsored activity will require missing more than 10% of the class meetings, the student is required to discuss this matter with their instructor *at the beginning of the semester and may be advised to drop the course.* See the University’s attendance policy at<http://academicaffairs.appstate.edu/syllabi>

***Appalachian State University’s Policy Regarding Student Absence for Religious Observances:***

Up to two absences for religious observances will be excused, without penalty to the student, provided that the student has informed me in writing by within the first two weeks of the semester. Student requests for excused absences for religious observances must be *submitted to instructors in writing no later than three weeks after the first class day of the term.* With such written requests, the professor will not count the student’s absence against her/him and will allow student to make up any missed exam or assignment should one happen to fall on that date. See the policy online at *<*[*http://www.academicaffairs.appstate.edu/resources-forms*](http://www.academicaffairs.appstate.edu/resources-forms)*>.*

***Appalachian State University’s Academic Integrity Code*:**

As a community of learners at Appalachian State University, we must create an atmosphere of honesty, fairness, and responsibility, without which we cannot earn the trust and respect of each other. Furthermore, we recognize that academic dishonesty detracts from the value of an Appalachian degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form and will oppose any instance of academic dishonesty.  This course will follow the provisions of the Academic Integrity Code, which can be found on the Office of Student Conduct Web Site at: <*http://*[*www.studentconduct.appstate.edu*](http://www.studentconduct.appstate.edu)*>.*

**COURSE CALENDAR**

|  |  |  |  |
| --- | --- | --- | --- |
| **CLASS MEETING DATE** | **TOPIC** | **HOMEWORK TO HAVE PREPARED/ASSIGNMENTS DUE** | **GOAL(S) CLASS ACTIVITY IS ALIGNED WITH** |
| *Example:* 8/29 | *Example:*  What is the Purpose of FYS and of College? | *Example:*  Read William Cronon essay and answer question posed in AsUlearn Discussion Forum | *Example:*  Purpose of a Liberal Education |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**FINAL EXAM**

List Date and Time of Scheduled Final Exam Period, List Activity for the Exam Period *(Note: you must hold class during this time and may not change the meeting time or date without permission of both FYS Director and Dean/VP of Univ College)*